

**2014  
Youth Summer Camp Programs  
RFP**

**Bidders Conference**

**Friday, March 7, 2014**



# 2014 Youth Summer Camp Programs

## AGENDA

1. Learn 4 Life – Overview of Summer Learning Enrichment Activities
2. Youth Summer Camp Proposal Overview
3. General Program & Proposal Requirements
4. Pre-Conference Bidders Questions
5. Friendly Reminders
6. Audience Questions



# 2014 Youth Summer Camp Programs

## Mandatory Letter of Intent

### Page 3 of the Required Documents, Forms and Checklists

Due: Monday, March 10, 2014 no later than 4:00 PM

- DO NOT MAIL
- Delivery Options:

Hand deliver today

Fax to (614) 233- 2092

Email to [dssrfp@fcdjfs.franklincountyohio.gov](mailto:dssrfp@fcdjfs.franklincountyohio.gov)

Please Note: This does not commit the bidder to submitting a proposal. However, a Mandatory Letter of Intent is required for all bidders that submit a proposal.



# 2014 Youth Summer Camp Programs

## Scope of Service/Minimum Program Requirements

### **Serve only TANF eligible youth, ages 5-13**

- ✓ Youth age 5 must have completed kindergarten

### **Operate for a minimum of 8 weeks**

- ✓ Program must operate between June 2, 2014 and August 15, 2014

### **Programs must meet the Completion Standard**

- ✓ Youth are expected to complete a minimum of 70% of the total program (hours of attendance/total program hours)
- ✓ Programs must be complete by the time that the school year begins for the 2014-15 school year



# 2014 Youth Summer Camp Programs

## Scope of Service/Minimum Program Requirements

### **Be offered in a safe environment with the proper adult supervision**

- ✓ FCDJFS follows the rules established by ODJFS as related to staff-to-youth ratios:
- ✓ For youth over age 6: (1:10) 1 staff person responsible for no more than 10 youth
- ✓ For youth under age 6: (1:6) 1 staff person responsible for no more than 6 youth

### **Provide daily nutritious lunch and snack**

- ✓ FCDJFS recommends use of a Summer Feeding program



# 2014 Youth Summer Camp Programs

## Scope of Service/Minimum Program Requirements

### **Provide daily physical activity**

- ✓ Physical activity does not have to be conducted in one block of time throughout the day
- ✓ Licensed programs must meet the State requirements of 50% of program time must spent in outdoor activities

### **Provide math and reading enrichment activities to mitigate the summer learning gap/loss**

- ✓ Bidders must incorporate reading and math enrichment components into their program model
- ✓ The enrichment components must be offered a minimum of 4 days a week



# 2014 Youth Summer Camp Programs

## Scope of Service/Minimum Program Requirements

### **Summer Learning Loss Data Collection for Columbus City Schools**

- ✓ Providers serving youth who attend Columbus City Schools must obtain parental consent for data collection

### **The bidder must adhere to a cost per hour cap not to exceed \$8.00 per hour.**

- ✓ The calculation for the cost per hour is included in the RFP Section 6.10



# 2014 Youth Summer Camp Programs

## Scope of Service/Minimum Program Requirements

### **Programs must address a social issue relevant to the youth population it is serving**

- ✓ Issues related to self esteem and confidence (i.e. obesity, bullying, peer pressures)
- ✓ Substance abuse, smoking, etc.
- ✓ Engage youth in exploring cultural awareness and diversity
- ✓ Promote community involvement through service learning or other community based projects
- ✓ Provide a medium for artistic expression
- ✓ Implement character building and/or asset building opportunities
- ✓ Enhance personal skill development and leadership skills
- ✓ Programs to promote good nutrition and a healthy lifestyle
- ✓ Other: Please define \_\_\_\_\_





# 2014 Youth Summer Camp Programs

## 2014 Youth Summer Camp Program Overview

Located on pages 12-19 of the Required Documents: Forms and Checklist

Part 1: Organizational Information

Part 2: Program Information

- ✓ Please provide be sure to answer each question.
- ✓ Page limit for this the program overview is 12 pages.
- ✓ The page limit requirement does not include the program attachments.



# 2014 Youth Summer Camp Programs

## Program Attachments

### **Major Program Activities Form**

- ✓ located on page 20 in the Required Documents: Forms and Checklist

### **Youth Program Policies and Procedures Minimum Requirements**

- ✓ Located on pages 6-7 of the Required Documents: Forms and Checklists



# 2014 Youth Summer Camp Programs

## FCDJFS Budget Template

### **Budgets must comply with the specifications stated in the FCDJFS Budget User Guide**

- ✓ Review the Budget User Guide before you get started
- ✓ Be sure to complete the budget Cover page
- ✓ Be sure to provide a detailed explanation/justifications for expenses. If a tab is not applicable enter N/A in the explanation section
- ✓ Double check your calculations
- ✓ Budgets should align with the Program Overview
- ✓ Costs should be reasonable
- ✓ Entertainment costs are not an allowable expense
- ✓ Consumable Supplies and Equipment Costs
- ✓ Points will be deducted for incomplete budgets



# 2014 Youth Summer Camp Programs

## PROPOSAL SUBMISSION REQUIREMENTS

**For the proposal to be considered, the complete Proposal Packet and all copies must be submitted.**

- ✓ Proposal Packet = 1 original plus 7 copies for a total of 8
- ✓ Required Documents Packet = 1 original plus 1 copy for a total of 2

**The Proposal Packet must contain the content and all necessary attachments and required documents for the following sections:**

- ✓ Proposal Checklist and Table of Contents
- ✓ Program Overview
- ✓ Program Attachments
- ✓ Program Budget
- ✓ Required Documents Checklist and Table of Contents



# 2014 Youth Summer Camp Programs

## Pre-bidders Conference Questions

**Question:** Can you provide a list of the grants awarded for the 2013 summer camp program, including the grant amount and number of children served for each grantee

**Answer:** A list of the 2013 Youth Summer Camp Awardees will be distributed today and posted on the website

**Question:** Our organization has about 200 employees. How do we respond to the Conflict of Interest Disclosure Form? Can we complete it only for the staff who are directly involved in the summer camp program?

**Answer:** The Conflict of Interest Disclosure form should only be completed by the Executive Director, President or CEO of the organization not each staff person.



# 2014 Youth Summer Camp Programs

## Pre-bidders Conference Questions

**Question:** If we have a recent independent audit that included examining our internal controls, can that be submitted in response to the Internal Controls Questionnaire?

**ANSWER:** No, the Internal Controls Questionnaire must be completed and submitted by all Bidders.

**Question:** Does the \$8.00 per hour cap apply to all funding for the summer camp program or only the FCDJFS funding? If we have other funds, can the total exceed \$8.00 per hour?

**ANSWER:** The \$8.00 per hour cap applies only to FCDJFS funding.



# 2014 Youth Summer Camp Programs

## Pre-bidders Conference Questions

**Question:** Is there a competitive advantage for applications that are below the \$8.00 per hour cap?

**ANSWER:** No. However, the reasonableness of budgets is factored into the proposal review score.

**Question:** We do not complete the application this year, would it hinder us from applying next year? Please explain the difference between submitting a proposal versus submitting an application.

**ANSWER:** (a) Yes. This RFP allows for contract renewals for summer camp programs 2015. If a bidder is not awarded a contract under this RFP there will not be an opportunity to bid for programming for summer 2015. Note: While the RFP allows for a second contract for summer of 2015 this is subject to change at the discretion of FCDJFS. (b) There is not a difference between submitting a proposal vs. an application. To be considered for funding a bidder must submit the complete proposal packet as detailed in the RFP





# 2014 Youth Summer Camp Programs

## Pre-bidders Conference Questions

**Question:** We are a new program and we are beginning to prepare out paper work. Is there a Model Budget that we would be able to view for a program with around 50-60 children?

**ANSWER:** Every bidder must use the budget template provided by FCDJFS. FCDJFS cannot provide a “model” budget for a program because each budget is individualized to the specific program of the bidding agency and their proposed costs.

**Question:** If we do not have a W-9 because we have not paid staff in the past, do we just state our staff have been volunteers?

**ANSWER:** A bidder must accurately reflect their fiscal experience. A W-9 form is required for a bidder to be considered for funding through Franklin County.





# 2014 Youth Summer Camp Programs

## Pre-bidders Conference Questions

**Question:** We have ran a summer lunch program for the last six years in our community with volunteers. We are looking at expanding our program and feel this proposal would benefit our organization. Can we go through the process this year to see what we need to work on and get completed, so next year we can submit an application? What we submit do you give feedback to us, so we can correct it for next time or do you keep the evaluation for your record only?

**ANSWER:** (a) FCDJFS does not prohibit any Bidder from submitting a proposal. However, only proposals meeting the minimum qualifications and requirements will be reviewed and considered for funding. (b) Technical Assistance is offered to any bidder whose proposal was reviewed under this RFP



# 2014 Youth Summer Camp Programs

## Important Dates to Remember

### **Mandatory Letter of Intent**

Due: 4:00 PM on Monday, March 10<sup>th</sup>

### **Post Bidder's Conference Questions**

Due: 12:00 Noon on Tuesday, March 18<sup>th</sup>

### **Pre Post Bidders Conference Questions & Answers Posted**

Friday, March 21, 2014

### **Proposal Submission**

**Due: 4:00 PM on Friday, March 28, 2014**

No extensions will be granted!



# 2014 Youth Summer Camp Programs

## Friendly Reminders

Utilize spell check & grammar check, have someone edit your document

Have someone outside your department or agency read your proposal prior to submission

Follow the Proposal format exactly as outlined

When in doubt utilize the:

Required Documents: Forms and Checklists

Program Budget User Guide

TANF Training Manual

**PROPOSALS NOT MEETING THE MINIMUM REQUIREMENTS WILL NOT BE  
REVIEWED**

**No Exceptions**



# 2014 Youth Summer Camp Programs

## Proposal Submission

### Hand Delivery to:

FCDJFS

1721 Northland Park Avenue

Columbus, Ohio 43229

Attention: Amiee Bowie, Deputy Director

1<sup>st</sup> Floor – West Entrance **ONLY** (employee entrance)

### Courier or Mail to:

FCDJFS

1721 Northland Park Avenue

Columbus, Ohio 43229

Attention: Amiee Bowie, Deputy Director



# 2014 Youth Summer Camp Programs

## Audience Questions



# 2014 Youth Summer Camp Programs

On behalf of  
Franklin County Department of Job and  
Family Services

Thank You for attending this mornings  
Bidders Conference

